

4 R's Comparison Chart

	COVERED POSITIONS	FOR WHOM?	CRITERIA	SERVICE AGREEMENT	HOW PAID
Recruitment Incentive - up to 25 percent of the annual rate of basic pay (including locality pay) multiplied by the number of years in the service period (NTE 4 years).	GS, WG, WM, Senior-Level (SL), Scientific and Professional (ST), career SES, EX, and DOC Demonstration Project Employees. EXCLUDED: Presidential appointees; noncareer SES; agency heads; and employees in positions excepted from the competitive service because of their confidential, policy determining, policy-making, or policy-advocating nature (e.g., Schedule C appointees).	New appointments including an employee reappointed with a 90-day break in service.	In absence of the incentive, the agency would encounter difficulty in filling the position. Must consider the following: -the success of recent efforts to recruit candidates for similar positions; - recent turnover in similar positions; -labor-market factors; -special qualifications needed in the position; and -the practicality of using the superior qualifications appointment authority -Request/Decision in writing.	YES. Not less than 6 months, no longer than 4 years.	Options: -lump-sum at beginning of service period; -installments; -lump-sum at end of service period; or -combination of these methods.
Relocation Incentive - up to 25% of the annual rate of basic pay multiplied by the number of years in the service period (NTE 4 years).	Same as above.	Current employees	Same as above. Important: The agency may not pay the relocation incentive until the employee establishes a residence in the new commuting area.	YES. May not exceed 4 years.	Same as above.
Retention Incentive - up to 25 percent of basic pay	Same as above.	Current employees	Agency must determine that: -the unusually high or unique qualifications of the employee or a special need for the employee's services makes it essential to retain the employee; <i>and</i> -the employee would be likely to leave the Federal service (for any purpose) in absence of the allowance. Written determination must address: the extent to which the employee's departure would affect the agency's ability to carry out an activity or perform a function that is essential to the agency's mission. It should also address the success of recent efforts to recruit candidates with similar qualifications and the availability of candidates in the labor market, as applicable.	YES.	Options: -installments after the completion of specified periods of service within the full period of service required; or -single lump-sum after completion of the full period of service required. Computations within these options are flexible. See your servicing WFM Advisor.
Student Loan	Same as above.	Current employees or	For Recruitment	YES.	Money paid directly to school or

<p>Repayment Benefits are up to \$10,000 per calendar year, subject to a cumulative maximum of \$60,000 per employee.</p>		<p>candidates for employment.</p>	<p>-New Federal employee - The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization; and -The candidate would not accept the position without receiving the student loan repayment incentive.</p> <p>For Retention -The recipient possesses unusually high or unique qualifications that will aid in fulfilling the mission of the organization; and -In the absence of offering the student loan repayment benefit, the employee(s) would likely leave for employment outside the Federal government; -The departure of the employee would affect the agency's ability to carry out an activity or function deemed essential to the agency's mission;</p> <p>For Both -The employee is not in default on repayment of the student loan. -The student loan was used to pay tuition for course work taken by the employee.</p>	<p>Minimum of 3 years no more than 7 years depending on the amount. -3 year minimum for any amount of money up to \$20K -1 year for each additional reimbursement.</p>	<p>lending institution.</p>
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